

# Approved Sales Corporation Licence Application



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Website: nsrec.ns.ca Email: [licensing@nsrec.ns.ca](mailto:licensing@nsrec.ns.ca)

## Steps to obtain a Approved Sales Corporation licence:

### STEP 1: Have your business name approved by the Commission

Your business name (corporation name) must be your first name (or your nickname registered with the Commission) and your last name exactly as it appears on your real estate licence, followed by the word "Limited", i.e.: **Jane Smith Limited**

To seek approval, email your proposed business name to [licensing@nsrec.ns.ca](mailto:licensing@nsrec.ns.ca).

### STEP 2: Have your business name reserved by the Nova Scotia Registry of Joint Stock Companies

See <http://ow.ly/k0p1304Sv6A> for more information.

### STEP 3: Register your sales corporation with the Nova Scotia Registry of Joint Stock Companies

To register your sales corporation, you must file an application for incorporation with the Registry of Joint Stock Companies. Both the Registry of Joint Stock Companies and the Commission strongly advise you obtain legal counsel to assist you in preparing the application.

### STEP 4: Apply for an Approved Sales Corporation Licence with the Commission

Your application for an approved sales corporation licence must include:

1. This application, completed in full with all applicable signatures
2. A copy of the Memorandum of Association including any amendments from the Registry of Joint Stock Companies
3. A copy of the Certificate of Incorporation and Certificate of Registration from the Registry of Joint Stock Companies
4. A completed Schedule A or Schedule B, as applicable
5. The approved sales corporation licence fee (see schedule)

**NOTE:** You are responsible for renewing your approved sales corporation with the Registry of Joint Stock Companies and the Commission every year. Your approved sales corporation licence is granted through your brokerage. Upon termination of your real estate licence, your approved sales corporation licence also terminates. If you terminate from one brokerage and reinstate with another brokerage you must also terminate and reinstate your approved sales corporation licence.

## PART A | CORPORATION INFORMATION

CORPORATION NAME		
CORPORATION ADDRESS		
CITY	PROVINCE	POSTAL CODE
CORPORATION EMAIL	CORPORATION PHONE	CORPORATION FAX

**PART B | APPLICANT INFORMATION**

The applicant must hold a valid real estate licence issued by the Nova Scotia Real Estate Commission and own a majority of the voting shares in the corporation.

FULL NAME		
ADDRESS		
CITY	PROVINCE	POSTAL CODE
EMAIL	MAIN PHONE	ALTERNATE PHONE

**PART C | VOTING SHAREHOLDERS**

The majority of voting shareholders must hold a valid real estate licence issued by the Nova Scotia Real Estate Commission.

FULL NAME		
ADDRESS		
CITY	PROVINCE	POSTAL CODE
NUMBER AND CLASS OF SHARES		

FULL NAME		
ADDRESS		
CITY	PROVINCE	POSTAL CODE
NUMBER AND CLASS OF SHARES		

FULL NAME		
ADDRESS		
CITY	PROVINCE	POSTAL CODE
NUMBER AND CLASS OF SHARES		

FULL NAME		
ADDRESS		
CITY	PROVINCE	POSTAL CODE
NUMBER AND CLASS OF SHARES		

## PART D | NON-VOTING SHAREHOLDERS

FULL NAME		
ADDRESS		
CITY	PROVINCE	POSTAL CODE
NUMBER AND CLASS OF SHARES		
RELATIONSHIP TO APPLICANT		

FULL NAME		
ADDRESS		
CITY	PROVINCE	POSTAL CODE
NUMBER AND CLASS OF SHARES		
RELATIONSHIP TO APPLICANT		

FULL NAME		
ADDRESS		
CITY	PROVINCE	POSTAL CODE
NUMBER AND CLASS OF SHARES		
RELATIONSHIP TO APPLICANT		

## PART E | DIRECTORS AND OFFICERS

A majority of the Directors must hold a valid real estate licence issued by the Nova Scotia Real Estate Commission.

FULL NAME		
ADDRESS		
CITY	PROVINCE	POSTAL CODE
DIRECTOR		LICENCE NUMBER (IF APPLICABLE)
OFFICE HELD		

FULL NAME		
ADDRESS		
CITY	PROVINCE	POSTAL CODE
DIRECTOR		LICENCE NUMBER (IF APPLICABLE)
OFFICE HELD		

FULL NAME		
ADDRESS		
CITY	PROVINCE	POSTAL CODE
DIRECTOR		LICENCE NUMBER (IF APPLICABLE)
OFFICE HELD		

## PART F | ATTACHMENTS

Your application must include all items listed in Step 4 on page 1 of this application.

- A copy of the Memorandum of Association including any amendments from the Registry of Joint Stock Companies
- A copy of the Certificate of Incorporation and Certificate of Registration from the Registry of Joint Stock Companies
- A Completed Schedule A or Schedule B, as applicable
- The approved sales corporation licence fee

**PART G | AFFIDAVIT**

The applicant hereby certifies and acknowledges that they intend to trade in real estate through or in the name of the Approved Sales Corporation and shall abide by the Companies Act, the Real Estate Trading Act and the Commission Bylaw. By signing below, the applicant agrees to act as the Responsible Licence Holder for the Approved Sales Corporation and certifies that the applicant shall conduct each trade for or on behalf of the corporation.

I, the undersigned, understand and acknowledge that submitting false information in the course of applying for a licence is an offence under Commission by-law 336, and may result in the refusal of the application, disciplinary proceedings and/or the suspension or cancellation of any license issued thereupon.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
PRINT NAME

**PART H | BROKERAGE ACKNOWLEDGEMENT**

I, \_\_\_\_\_, Broker/Managing Associate Broker of  
BROKER OR MANAGING ASSOCIATE BROKER

\_\_\_\_\_  
BROKERAGE

acknowledges that the Brokerage shall be responsible for any trade by the Approved Sales Corporation.

\_\_\_\_\_  
BROKER OR MANAGING ASSOCIATE BROKER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME